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70-2197

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30 APR 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Present and Proposed Uses of Young Officers  
in the Support Directorate

REFERENCE : MAG Paper on: An Increased Role for the  
Younger Officer, dtd 31 Mar 70

1. Tab A is a listing of present and proposed uses of young officers  
within the Support Directorate in the capacities suggested by the MAG.

2. Also attached, Tab B, is a list of Agency Committees and Boards  
for which each Deputy Director may have an input.



John W. Conroy  
Acting Deputy Director  
for Support

Attachments

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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PRESENT

OC

. Suggestion Awards Panel

Review and recommendation by young officer assigned to D/OC Staff.

Plan to add two more young officers to panel.

. Serve as forum for C/Mgt. & Training Staff on management problems, review of projects and programs and submission of new proposals. An example of the product is paper on "A Working Guide to Cost Analysis".

. Promotion Panels - GS 08-09, 9-10, 10-11.

Two young officers are voting panel members. Multiplying 5 Panels X estimated 2-1/2 grade levels considered X 9 areas X 2 officers - it is estimated that about 200 young officers participate.

In addition, it is policy to have an additional young officer sit in as observer.

OF

. The Overpayment Review Committee

In advisory and investigative capacity regarding cases requesting waiver of overpayment.

. The Critical Review Committee

Purpose is to review and comment on efficiency of office operations. One of the three members from each Division or Staff is, by direction, a young professional.

PROPOSED

OC

. Career Development Advisory Panel

To be set up under the Career Mgt. & Training Staff, to consider training programs, assessment testing, evaluations.

. Honor and Merit Awards and QSI Panel

. Administrative Support Panel

To review the "why, what and how" of office administration.

OF

. Suggestion Awards Evaluation Panel

. Junior Professional Evaluation Panel

Concerned with assignments, training and promotions of GS-07 thru GS-09.

Would consider using young professional not less than GS-11 - on this Panel.

. Travel Policy Committee

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PRESENT

OL

. Special Assistant in Office of D/OL.

Three young officers in this position  
in past 4 years.

. Planning Staff assignment

OMS

. Medical Career Board membership  
(age 35, GSM-15)

OP

. Career Service Panel of the Career Board

Panel, composed of GS-14's, is con-  
cerned with careerists thru GS-11.

. Plans and Analysis Division

Many young people, frequently CT  
graduates, have participated in  
analysis of problems and development  
of solutions.

OS

. Long Range Working Group

Medium-Grade Officers, concerned  
with career planning and development.  
Young officers - not to exceed GS-11 -  
serve as advisors.

PROPOSED

OL

. Training Panel membership.

OMS

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OP

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OS

. Could serve as voting members on  
Clerical Career Board.

. Could serve as advisors to panels on  
selection, promotion, and honor awards.

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PRESENT

OTR

. Language Development Committee

Two young professionals serve as advisors.

. Management Advisory Committee (of OTR)

A GS-13, age 39 is a member. Committee meets every two weeks.

Propose to add a still younger man to it.

. Assignments:

GS-11, age 24, female officer is a Branch Deputy in the Language School. Another female officer - GS-13, age 32 - is Deputy Chief, Admissions, Information and Records Branch.

OTHER

. Young Officer in SSA/DDS Staff serves as observer and advisor to Tax Committee and Allowance Committee.

PROPOSED

OTR

. Training Selection Board

Suggests assignment of young professional as consultant to Board.

. Educational Aid Fund (D/OTR is member)

Suggests assignment of young professional as Consultant to Board.

OTHER

. Assign young officer to Records Management Board.

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1. Consolidated Charities Committee (for various Fund Drives)

Composition: Representatives of each Deputy Directorate and the O/DCI, chaired by the Director of Personnel.

Appointment: Representatives are appointed by the Deputy Directors and the Executive Director.

2. CIA Suggestion Awards Committee

Composition: Representatives of each Deputy Directorate and the O/DCI, chaired by the Director of Personnel.

Appointment: Representatives are appointed by the Deputy Directors and the Executive Director.

3. Honor and Merit Awards Board

Composition: Representatives of each Deputy Directorate and the O/DCI, chaired by the Director of Personnel.

Appointment: Representatives are appointed by the Deputy Directors and the Executive Director.

4. Public Service Aid Society

Composition: Representatives of each Deputy Directorate and the O/DCI, chaired by the Director of Personnel.

Appointment: Representatives are appointed by the Deputy Directors and the Executive Director.



5. Educational Aid Fund

STATINTL

Composition: Executive Director, the Deputy Directors, the ADDP, the Director of Training, chaired by John A. Bross. [redacted] is also on the Board.

Appointment: The original Board was appointed by the Director of Central Intelligence. Changes in the Board membership are made by the current Board members.

6. Credit Union

Composition: Board of Directors elected by the members at the C. U. annual meeting.

Appointment: Nominating Committee selects candidates to fill vacancies. The members attending the annual meeting have an opportunity to nominate from the floor.

Credit Committee: Members are also selected at the annual meeting by the members then attending from a slate prepared by the Nominating Committee.

Education Committee: Appointed by the Board of Directors.

Supervisory Committee: Appointed by the Board of Directors.

7. GEHA

Composition: Board of Directors elected by the members of GEHA from nominees submitted by the Deputy Directors and the Executive Director.

8. Employee Activity Association

Composition: The Board of Directors consists of five EAA members. Four are elected by the various EAA clubs and activities. One is appointed by the Director of Personnel and serves as the command funnel and liaison between EAA and the Agency.

9. Cafeteria Committee

Composition: Representatives of each Deputy Directorate and the O/DCI.

Appointment: Representatives are appointed by the Deputy Directors and the Executive Director.